

CHAPTER 41  
RURAL/COMMUNITY PLANNING AND DEVELOPMENT FUND

**261—41.1(78GA,HF745) Purpose.** The purpose of this program is to assist communities in addressing community and economic development challenges and opportunities. Technical and financial assistance will be provided to communities to access planning, training, education, consultation and technical assistance to further local initiatives or to select and prioritize strategies for the improvement of operations and structures to meet business and residential demands.

**261—41.2(78GA,HF745) Program eligibility.**

**41.2(1)** Eligible applicants include cities, counties, and councils of government on behalf of economic development groups; individual city and county projects; multicommunity or county projects; or coalitions of public/private entities including but not limited to local governments, fire/EMS departments, educational institutions, not-for-profit corporations, hospitals, state agencies, or development organizations. Applicants must be able to demonstrate a minimum match which equals at least 25 percent of the grant amount requested in the form of cash, and an additional in-kind services match of 25 percent.

**41.2(2)** Eligible projects. Examples of eligible projects include but are not limited to the following:

- a.* To hire staff or consultants to implement or expand community development opportunities;
- b.* To hire staff or consultants to design, develop or implement new systems of delivery of governmental services;
- c.* For the direct purchase of consultative or technical services to conduct feasibility studies, economic impact studies, examination of commercial, tourism, industrial, small business, or recreational development activities;
- d.* To conduct targeted marketing studies for specific strategies or emerging opportunities, or other marketing planning or technical assistance services;
- e.* To purchase educational/training materials to support leadership or professional development for economic/community development initiative;
- f.* To support a pilot study for a new or innovative approach to support community/economic development or to improve access to government services;
- g.* To conduct assessments of governmental or other services, issues and needs that, if modified, would improve climate for local economic development;
- h.* To conduct assessments of organizations or to engage in strategic planning;
- i.* Other targeted assistance necessary to enhance the economic vitality of the proposed area.

**261—41.3(78GA,HF745) General policies for applications.**

**41.3(1)** The maximum award for a single project is \$50,000 over a period not to exceed three years. Awards may be in the form of either cash or technical assistance. Cash or technical assistance awards will vary depending upon the complexity of the issue, geographic area of service, level of population in the service area, number of issues involved, and diversity of the consortium.

**41.3(2)** If a consortium of entities applies, applications shall include letters of support from each entity indicating roles, responsibilities, and support in the form of either cash or in-kind services.

**41.3(3)** If a consortium of entities applies, one community, county, or council of governments shall be designated as the recipient of funds. An official of that legal entity shall sign the application accepting responsibility for the funds.

**41.3(4)** Program implementation timetables shall not exceed 36 months, unless prior written approval is given by the department.

**41.3(5)** The department will disseminate a request for proposals to appropriate entities.

**261—41.4(78GA,HF745) Application procedures.** Preapplications shall be submitted to the Community Development Project Manager, Community Planning and Development Fund, Iowa Department of Economic Development, 200 East Grand Avenue, Des Moines, Iowa 50309. Preapplications will be reviewed by the community development program manager, and written comments will be returned to applicant with appropriate application forms and instructions available at this address.

**261—41.5(78GA,HF745) Application contents.** Required contents of the application include:

1. A summary sheet including title and project overview; name, address, and telephone number of one person who will serve as the contact for the application; the geographic area to be served; and total program budget including applicant match.

2. A description of needs or problems, objectives, activities, project timetable, and a description of the final product/manual/outcome.

3. A budget for the project including cash and in-kind match.

**261—41.6(78GA,HF745) Review process.** Each eligible application will be reviewed by a committee within the department. Applications that score fewer than 400 points under subrule 41.6(2) will not be recommended for funding. Applicants may be interviewed further to explore the potential for providing technical assistance, gain additional information concerning the proposal, and negotiate the project's work plan and budget.

**41.6(1) Ranking.** The committee will rank the applications based on the following criteria:

- a. Economic or community enhancement impact to the area. (How the project will improve the development potential of the project area, improve access to services, or create an environment for community improvement.)

- b. Capacity of the applicant to sustain, implement, or reach stated objectives once grant period is concluded. (Ability of the applicant to sustain a new position, if requested, to build or implement a new system, building.)

- c. Demonstrated networking, cooperation and partnerships with other entities, organizations, and local governments necessary to meet stated goals and objectives. (Past successful cooperative efforts that have been sustained over time. Multicommunity groups are strongly encouraged; some of the areas involved must also directly serve or impact a rural area.)

- d. Local financial and volunteer contribution to the project. (Cash, office materials, supplies, volunteer support, office space, equipment, administrative assistance.)

- e. Creativity and innovation of the proposed project to address issues presented. (Project demonstrates a new and creative approach to address a common issue/concern.)

- f. Evidence of participation in local planning that supports the request for funds. (Community builder plan, housing needs assessment, comprehensive land use planning, or a similar planning activity that has led the applicant to the proposed activity which the application addresses.)

**41.6(2) Scoring.** The scoring system has a maximum of 700 points.

- a.* Economic or community enhancement impact to the area. 150 points possible.
- b.* Capacity of the applicant to sustain, implement or reach stated objectives. 150 points possible.
- c.* Demonstrated networking, cooperation and partnerships with other entities, organizations, and local governments. 150 points possible.
- d.* Local effort. 100 points possible.
- e.* Creativity and innovation of the proposed project. 75 points possible.
- f.* Evidence of local planning. 75 points possible.

**261—41.7(78GA,HF745) Award process.** Recommendations by the committee for funding will be forwarded to the director of the department for final decisions. Applicants will be notified in writing after the final decisions on grants are made.

**41.7(1)** Expenses eligible for reimbursement may include but are not limited to the following:

- a.* Coordinating staff for the governmental units or community groups participating in the project.
- b.* Feasibility studies or implementation of a locally developed study or plan.
- c.* Educational/training materials, supplies, postage necessary to the outcome of the project.
- d.* Travel expenses of the local coordinator, if hired through a participating governmental unit.
- e.* Direct purchase of consultative or technical assistance services.
- f.* In-state conference, workshop or seminar fees necessary to the outcome of the project for staff or volunteers directly involved in the project.
- g.* Travel expenses to visit other sites or locations in state necessary to the outcome of the project for staff or volunteers directly involved in the project.

**41.7(2)** Expenses ineligible for reimbursement may include but are not limited to the following:

- a.* Purchase of land, buildings or improvements thereon.
- b.* Expenses for development of sites and facilities.
- c.* Expenses for equipment, materials, supplies, telephones, and faxes related to the project.
- d.* Expenses for studies or plans that are routinely developed as a part of city or county function or operation, such as development of comprehensive planning documents, community builder plans, master plans or engineering studies of water, sewer, streets/roads, parks, unless a new or innovative approach is used such as a city/county joint planning process for land use, service provision or other collaborative actions.

**261—41.8(78GA,HF745) Program management.**

**41.8(1)** Record keeping. Financial records, supporting documents, statistical records and all other records pertinent to the project shall be retained by the recipient of funds for a period of three years after the contract expiration date.

**41.8(2)** A contract will be negotiated with the successful applicant which includes, but is not limited to, the terms for disbursement of funds and responsibilities.

**41.8(3)** Representatives of the department and state auditors shall have access to all books, accounts and documents belonging to or in use by the grantee pertaining to the receipt of assistance under this program.

**41.8(4)** All contracts under this program are subject to audit.

**261—41.9(15) Performance reviews.**

**41.9(1)** Applicants will be required to submit performance reports to the department. The report will assess progress on the goals and project activities. Some projects may require the completion of a final product (such as a manual), study or report to be submitted to the department before final payment is made. Performance reports may be quarterly or semiannual and, for some projects, may be required for a period of time after contract period expires.

**41.9(2)** The department may perform field visits as deemed necessary.

These rules are intended to implement 1999 Iowa Acts, House File 745, section 1(3) “c.”

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CHAPTER 42  
GOVERNMENTAL ENTERPRISE FUND  
Rescinded IAB 10/6/99, effective 11/10/99